TOWNSHIP OF BEAVERTON GLADWIN COUNTY, MICHIGAN

FINANCIAL STATEMENTS For The Year Ended March 31, 2008

TOWNSHIP OF BEAVERTON BOARD OF TRUSTEES

Jeff Roehrs Supervisor

Madalyn Hubble Clerk

Luann Domako Treasurer

Jon Sherwood Trustee

Terry Grove Trustee

TOWNSHIP POPULATION-2000 1,815

STATE EQUALIZED VALUE-2007 \$55,675,700

STATE TAXABLE VALUE-2007 \$42,134,376

TOWNSHIP OF BEAVERTON GLADWIN COUNTY, MICHIGAN

AUDITED FINANCIAL STATEMENTS MARCH 31, 2008

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Independent Auditors' Report

Members of the Township Board of Trustees Township of Beaverton Gladwin County, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Beaverton, Gladwin County, Michigan, as of and for the year ended March 31, 2008, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's Board of Trustees. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The financial statements referred to above do not include the Management Discussion and Analysis, which is required supplementary information and should be included in order to conform with accounting principles generally accepted in the United States of America.

In our opinion, except for the effects on the financial statements of the omission described in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Beaverton, Gladwin County, Michigan, as of March 31, 2008, and the respective changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison information on page 16 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Midland, Michigan August 11, 2008

Burnside + Zong, P. C

Audit & Assurance Services ■ Accounting & Finance Services ■ Estate & Gift Tax Planning & Consulting
Tax Planning & Preparation ■ Financial & Management Assistance ■ Business Valuations

TOWNSHIP OF BEAVERTON GOVERNMENT-WIDE STATEMENT OF NET ASSETS March 31, 2008

ASSETS	
Cash and cash equivalents	\$ 686,240
Taxes receivable, net	29,463
Due from other township funds	6,189
Capital assets:	
Land	12,257
Buildings and improvements, net	36,700
Furniture and Equipment, net	2,087
Total assets	772,936
LIABILITIES	
Accrued expenses	564
Deferred revenue	72,630
Total liabilities	73,194
NET ASSETS	
Invested in capital assets, net of related debt	51,044
Unrestricted	648,698
Total net assets	\$ 699,742

TOWNSHIP OF BEAVERTON GOVERNMENT-WIDE STATEMENT OF ACTIVITIES For the Year Ended March 31, 2008

	Program Revenues									
Activities:	<u>E</u>	xpenses	Ch	, Fines and arges for ervices	Gran	rating its and ibutions	Gran	pital its and ibutions	Rev Cl	(Expenses) venues and nanges in et Assets
General Government:										
Township board	\$	17,655	\$	-	\$	-	\$	-	\$	(17,655)
Supervisor		7,405		-		-		-		(7,405)
Treasurer		14,480		-		-		-		(14,480)
Assessing		15,918		-		-		-		(15,918)
Clerk		11,701		-		-		-		(11,701)
Elections		1,264		-		-		-		(1,264)
Board of review		730		-		-		-		(730)
Buildings and grounds		9,577		-		-		-		(9,577)
All other general government		718		-		-		-		(718)
Fire protection		49,083		-		-		-		(49,083)
Roads and drains		64,498		-		-		-		(64,498)
Street lights		596		_		-		-		(596)
Sanitation, solid waste		70,515		52,390		-		-		(18,125)
Total governmental activities	\$	264,140	\$	52,390	\$	-	\$	•		(211,750)
	Gen	eral revenue	es:							
	Pro	perty taxes.	levied	for general	purposes	3				125,740
	Sta	te revenue s	haring							133,331
	Inte	erest earning	gs							15,137
	Rei	nts and roya	lties							1,260
	Mi	scellaneous								5,788
		Total gener	ral reve	nues						281,256
		-	Cha	nge in net a	ssets					69,506
	Net	assets-begir		-						630,236
	Net	assets-endi	ng						\$	699,742

TOWNSHIP OF BEAVERTON GOVERNMENTAL FUND BALANCE SHEET March 31, 2008

	General Fund			nitation Fund	Total	
ASSETS						
Cash and cash equivalents Taxes receivable, net Due from other township funds	\$	631,022 15,690 6,189	\$	55,218 13,773	\$	686,240 29,463 6,189
Total assets	\$	652,901	\$	68,991	\$	721,892
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accrued expenses	\$	564	\$	-	\$	564
Deferred revenue		-		72,630		72,630
Total liabilities		564		72,630		73,194
Fund balances:						
Unreserved		652,337		(3,639)		648,698
Total fund balances		652,337		(3,639)		648,698
Total liabilities and fund balances	\$	652,901	\$	68,991	\$	721,892

TOWNSHIP OF BEAVERTON RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET ASSETS March 31, 2008

Total fund balances for governmental funds (Exhibit 3)

648,698

Total net assets reported for governmental activities in the statement of net assets is different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

terore are not reported in the randor mode about condition	
Land	\$ 12,257
Buildings and improvements, net of \$35,766 accumulated depreciation	36,700
Furniture and Equipment, net of \$20,501 accumulated depreciation	2,087
Total capital assets	

51,044

Total net assets of governmental activities (Exhibit 1)

\$ 699,742

TOWNSHIP OF BEAVERTON STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES

For the Year Ended March 31, 2008

	General Fund		Sanitation Fund		Total	
REVENUES						
Property taxes	\$	125,740	\$	-	\$	125,740
State aid		133,331		-		133,331
Charges for services		1,335		-		1,335
Interest and dividends		14,518		619		15,137
Rents and royalties		1,260		-		1,260
Special assessments		-		52,390		52,390
Miscellaneous		4,454		-		4,454
Total revenues		280,638		53,009		333,647
EXPENDITURES						
General government		75,494		-		75,494
Public safety		49,083		-		49,083
Public works		65,094		70,515		135,609
Capital outlay		1,400		-		1,400
Total expenditures		191,071		70,515		261,586
Net change in fund balances		89,567		(17,506)		72,061
Fund balances-beginning		562,770		13,868		576,638
Fund balances-ending	\$	652,337	\$	(3,638)	\$	648,699

TOWNSHIP OF BEAVERTON RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES For the Year Ended March 31, 2008

Net change in fund balances - total governmental funds (Exhibit 4)

\$ 72,061

The change in net assets reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay (\$1,400) was exceeded by depreciation (\$3,954) in the current period.

(2,555)

Change in net assets of governmental activities (Exhibit 2)

69,506

TOWNSHIP OF BEAVERTON STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES CURRENT TAX FUND March 31, 2008

A	C	C	L'	Т	C
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Cash and cash equivalents	\$ 8,128
Total assets	8,128
LIABILITIES	
Due to other funds	6,189
Due to other governmental units	 1,939
Total liabilities	8,128
NET ASSETS	\$ -

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Township conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the Township:

A. Reporting Entity

The Township is governed by an elected five-member board. The accompanying financial statements present the Township's operations for which the government is considered to be financially accountable. The Township has no component units.

Jointly Governed Organization-The Township of Beaverton, Tobacco Township and the City of Beaverton formed the Beaverton Area Fire Protection District to provide fire protection to the entire area of the three governmental entities. The District is financed each year on a proportional basis for each participating governmental unit based upon their respective state equalized valuation.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the government. For the most part, the effect of inter-fund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenue.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

The Township property tax is levied each December 1st on the taxable valuation of property (as defined by State statutes) located in the Township as of the preceding December 31st. Real property taxes not collected as of March 1st are turned over to Gladwin County, which advances the Township 100% for the delinquent taxes.

The 2007 taxable valuation of the Township totaled \$42.1 million, on which ad valorem taxes were levied. This amount is recognized in the General Fund as current tax revenue totaling \$125,740.

The Township reports the following major fund:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

In addition, the Township reports additional funds as follows:

The Garbage Collection Fund accounts for providing garbage and rubbish collection financed by an annual special assessment.

The Current Tax Fund is used to account for resources held by the Township in a purely custodial capacity. Money in this fund is from current tax and special assessment collections. Timely distribution to the appropriate fund and local unit must be made in accordance with Section 43 of the General Property Tax Act.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Amounts reported as program revenue include: (1) charges to customers or applicants for goods, services or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenue rather than as program revenue. Likewise, general revenue includes all taxes.

D. Assets, Liabilities, and Net Assets

<u>Bank Deposits and Investments</u>-Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables and Payables-In general, outstanding balances between funds are reported as Adue to/from other funds. "Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as Aadvances to/from other funds."

All trade and property tax receivables are shown net of allowance for uncollectible amounts. Property taxes are levied on each December 1st on the taxable valuation of property as of the preceding December 31st. Taxes are considered delinquent on March 1st of the following year, at which time penalties and interest are assessed.

<u>Capital Assets</u>-Capital assets, which include property, plant, and equipment are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Property, plant and equipment is depreciated using the straight-line method over the following useful lives:

Buildings 25 to 40 years Building improvements 20 to 40 years Furniture and equipment 5 to 10 years

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Net Assets (Continued)

Long-Term Obligations-In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt. In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts are reported as other financing uses. Issuance costs are reported as debt service expenditures.

<u>Fund Equity</u>-In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

NOTE 2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

<u>Budgetary Information</u>-Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds except the debt service funds. All annual appropriations lapse at fiscal year end. The budget document presents information by fund, function, department or activity, and line items. The legal level of budgetary control adopted by the governing body is the department or activity level.

NOTE 3. DEPOSITS AND INVESTMENTS

Michigan Compiled Laws, Section 129.91, authorizes the Township to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The Township is allowed to invest in bonds, securities and other direct obligations of the United States or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers acceptances of United States banks' commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

NOTE 3. DEPOSITS AND INVESTMENTS (Continued)

The Township Board has designated two banks for the deposit of Township funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and certificates of deposit, but not the remainder of State statutory as listed above.

The Township's deposits and investment policy are in accordance with statutory authority.

At year-end, the Township's deposits and investments were reported in the basic financial statements in the following categories:

	Governmental Activities		uciary unds	Total
Cash and cash equivalents	\$	686,240	\$ 8,128	\$ 694,368

Investment and Deposit Risk

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned. The Township does not have a deposit policy for custodial credit risk. At year end, the Township had \$694,368 of bank deposits (checking, savings, and certificate of deposit accounts), of which \$494,368 was potentially uninsured and uncollateralized.

Custodial Credit Risk - Investments. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, that the Township will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At year end, the Township had no investments.

Interest Rate Risk. Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. State law limits the allowable investments and the maturities of some of the allowable investments. The Township's current investments have no potential interest rate risk.

NOTE 4. CAPITAL ASSETS

Capital asset activity of the Township for the current year was as follows:

Governmental Activities	Beginning Balance	Increases	Decrease s	Ending Balance
Capital Assets Not Being Depreciated Land	\$ 12,257	\$ -	\$ -	\$ 12,257
Capital Assets Being Depreciated Buildings and improvements Furniture and equipment	72,466 21,188	1,400	<u>-</u>	72,466 22,588
Subtotal	93,654	1,400		95,054
Less Accumulated Depreciation for Buildings and improvements Furniture and equipment	32,749 19,564	3,017 937	- -	35,766 20,501
Subtotal	52,313	3,954		56,267
Net Capital Assets Being Depreciated Governmental Activities Capital	52,313	3,954		56,267
Assets-Net of Depreciation	\$ 53,598	\$ (2,554)	\$ -	\$ 51,044

Depreciation expense was charged to programs of the Township as follows:

Buildings and grounds \$ 3,954

NOTE 5. INTERFUND RECEIVABLES AND PAYABLES

The amount of inter-fund receivables and payables are as follows:

	Inter-fund		Inter-fund
<u>Fund</u>	Receivable	<u>Fund</u>	Payable
General	\$ 6,189	Tax Collection	\$ 6,189

NOTE 6. RISK MANAGEMENT

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries (workers compensation). The Township has purchased commercial insurance for these types of claims. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three years.

NOTE 7. FUND DEFICTS

At March 31, 2008 the Township had a fund in an accumulated deficit position. The Township Sanitation Fund has an accumulated fund deficit of \$3,639. Public Act 275 of 1980 (MCL 141.921) requires that the Township file a deficit elimination plan to the Michigan Department of Treasury within 90 days after the end of the fiscal year for each fund that ended that year in a deficit condition. The Township has not filed the required plans as required by State statute.

TOWNSHIP OF BEAVERTON BUDGETARY COMPARISON SCHEDULE GENERAL FUND

For the Year Ended March 31, 2008

	Original Budget		Final Budget		Actual		Variance with Final Budget Positive (Negative)	
REVENUES						,		
Property taxes and related fees	\$	125,740	\$	125,740	\$	125,740	\$	-
State aid		132,830		132,830		133,331		501
Charges for services		1,365		1,365		1,335		(30)
Interest and dividends		15,000		15,000		14,518		(482)
Rents and royalties		1,300		1,300		1,260		(40)
Miscellaneous		6,305		6,305		4,454		(1,851)
Total revenues		282,540		282,540		280,638		(1,902)
EXPENDITURES								
General Government:								
Township board		18,500		18,500		17,655		845
Supervisor		10,000		10,000		7,405		2,595
Treasurer		16,500		16,500		14,480		2,020
Assessing		19,500		19,500		15,918		3,582
Clerk		13,000		13,000		11,701		1,299
Elections		1,500		1,500		1,264		236
Board of review		1,000		1,000		730		270
Buildings and grounds		9,178		9,178		5,623		3,555
All other general government		750		750		718		32
Public Safety:								
Fire protection		51,177		51,177		49,083		2,094
Public Works:								
Roads and drains		89,498		89,498		64,498		25,000
Street lights		800		800		596		204
Capital Outlay:								
General government		2,500		2,500		1,400		1,100
Total expenditures		233,903		233,903		191,071		42,832
Excess (deficiency) of revenues over expenditures		48,637		48,637		89,567		40,930
Net change in fund balances		48,637		48,637		89,567		40,930
Fund balances-beginning		562,770		562,770		562,770		
Fund balances-ending	\$	611,407	\$	611,407	\$	652,337	\$	40,930



August 11, 2008

Members of the Township Board of Trustees Township of Beaverton Gladwin County, Michigan

Dear Board Members:

In planning and performing our audit of the financial statements of Beaverton Township (the "Township") for the year ended March 31, 2008 in accordance with auditing standards generally accepted in the United States of America, we considered the Township's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, we identified the following deficiencies in internal control that we consider to be significant deficiencies.

SIGNIFICANT DEFICIENCES

Financial Accounting and Reporting

Management relies on the Township's auditors to ensure the financial statements conform to generally accepted accounting principles ("GAAP"). Therefore, as a part of our engagement to audit the financial statements, we draft the financial statements and the related footnotes for

Financial Accounting and Reporting (Continued)

approval by management and the finance committee of the board of directors. This is a conscious and practical approach to preparing the financial statements since the Township has determined that the costs to established internal controls over financial reporting and to develop the skills and knowledge of its personnel to apply generally accepted accounting principles in preparing the financial statements is greater than the risk of misstatements occurring in the financial statements. However, as a result of recently issued professional auditing standards, this situation meets the definition of a significant deficiency and a material weakness in internal control.

The interim financial statements and management reports are generally prepared on a comprehensive basis of accounting other than generally accepted accounting principles, i.e. the modified accrual basis. It appears that the interim financial reports received by management are appropriate in form and content thereby allowing management to make appropriate decisions regarding financial matters. Therefore, the control weakness over preparation of financial statements in conformity with GAAP is not a significant requirement of management.

We considered this internal control deficiency in planning the scope of our audit procedures and believe that we have appropriately addressed the risk of any misstatements in the audited financial statements. Therefore, due to the relative cost to eliminate the internal control deficiency over financial reporting in conformity with GAAP related to the risks involved and considering the audit procedures performed to address the risk of misstatements in the audited financial statements, we do not recommend any actions to address this weakness at this time. However, we do recommend that management routinely review the internal controls in place to prepare the interim financial reports to ensure accurate information is provided in those reports.

MANAGEMENT COMMENTS

Financial Oversight (Repeat Comment)

The general limitations in any smaller organization like the Beaverton Township require that the Township Board of Trustees continue to remain involved in the financial affairs of the Township through oversight of operation, development of the annual budget, inquiries about variance between budgeted an actual amounts shown in the interim financial statements, and the independent review of critical functions. Based on inquiries, the Township Board of Trustees perform these duties and our comment here is intended to emphasize the importance of its oversight.

This report is intended for the information of the members of the Beaverton Township Board, management and the State of Michigan.

This communication is intended solely for the information and use of management, Beaverton Township Board of Trustees, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Burnish & hay P.C.

BURNSIDE & LANG, P.C.